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Rare Book and Manuscript Library
Quarterly Report, April - June 1983
and Summary for 1982 - 1983

Introduction. Much of the attention and concern of the staff during the past quarter and the past year has centered on the new quarters for the Rare Book and Manuscript Library. Raising funds for the new facilities, working closely with the architect Byron Bell in designing the quarters, and preparing the spaces on the sixth and seventh floors have been the three most important areas on which we have concentrated. At the end of June we received confirmation that: the final budget had been approved by the University Trustees; the final plans had been received from the architect; the bids had been received for demolition, steel construction, roof work and electrical work; and the date for the start of construction was set for July 25. Once construction begins our efforts and time for the year following will be largely taken up by the problems of construction and the move into the new quarters.

The thirty-month National Endowment for the Humanities grant to process the Bakhmeteff Archive came to a successful conclusion during the final quarter of 1982-1983, well within the budget established under the grant. Work accomplished under the grant is summarized elsewhere in this report, but it is important to note that with the completion of the project the resources of the Archive are available for reference and scholarly use for the first time since its founding. During the year the funding of the Archive, based on a percentage of the income from the Bakhmeteff Endowment and annual increments based on the growth of the Endowment, was formalized by the Provost's office; and in February the Sergej E. Tulinoff Endowed Memorial Fund was established by means of a gift from Leo Fialkoff, the income having been designated by the donor to be used exclusively for the purchase of collections of papers and individual manuscripts. The ongoing operation of the Archive, including access and the development of the resources, now seems assured. Finally, we received word from the Provosts's office that the Bakhmeteff Endowment would support, by means of a grant of $30,000, the construction of quarters for the Archive in the new Rare Book and Manuscript Library.

On June 30 the Lehman Suite and Papers completed the first year under the administration of the Rare Book and Manuscript Library. The transition has been smooth and efficient, due to the efforts of the Curator and the administrative staff of the Library in applying to the Suite the same policies and programs that have been developed for the Manuscript Department and the Manuscript Reading Room. In addition, attention was given to refurbishing the Suite, and a beginning was made this spring with the installation of new carpeting in all the public rooms and on the stairway leading to the lower stack floor. By means of a grant of $10,000 from the Overbrook Foundation (the first installment of $5,000 was received in January), as assistant was hired to begin work on processing and cataloging the Frank Altschul Papers and the files of the Overbrook Press, the latter having been completed during June.

Friends of the Libraries. The annual Bancroft Awards dinner, sponsored by the Friends, was held on April 7. A total of 264 guests attended the event, at which John P. Demos and Nick Salvatore received the awards. The annual dues letter was sent to the Friends on April 8, and we received contributions at a generous rate so that it was possible to transfer $10,000 from the income account into the renovation fund for the Rare Book and Manuscript Library as part of the pledge of the Friends to make annual contributions of this amount until the new quarters are completed. The annual financial report of the Friends will be issued by the Secretary-Treasurer in October at the time of the fall Council meeting. The membership now stands at 443.

Collection development. During the last quarter of the year 29 separate donations were received, comprising 559 books and 113,649 manuscript items; the total for the year now stands at 180 donations, comprising 2,944 books and 597,606 manuscript items. The total appraised and or estimated value of the year's gift is $572,913, of which $187,719 represents gifts from Friends of the Libraries. Significant collections of papers have come to the Library by means of gift: papers of Columbia faculty include those of Richard T. Baker, Richard V. Chase, Henry M. Foley, Albert C. Hart and Marion Kenworthy; those relating to economics and business include the papers of the Belmont family, Morris Copeland and Lewis Lorwin; those in the area of international affairs and politics include the papers of DeWitt Barnett, Edward Carter, Richard S. Childs and George D. Woods; and those in literature include the papers of Harry Keeler, Oscar Sherwin, Edgar Johnson, Richard Leo Simon, and Meyer Schapiro's extensive correspondence with James T. Farrell. Among book collections received by gift, special mention may be made of the Angus Fletcher library relating to Scotland, 183 volumes of twentieth century French first editions and inscribed books received from Mrs. Justin O'Brien, and Stuart Schimmel's collection of 158 volumes and manuscripts of Baron Corvo. Individual important rarities include the Mason and Dixon map received from the Chew family of Philadelphia, the first edition of Candide donated by Professor Eugene Rice in memory of his wife, the manuscript of an eighteenth century prayer book illustrated by means of stencils presented by Mr. and Mrs. T. Peter Kraus, and the 1476 printing of Leonicenus, Commentum in Ciceronis Oratorem, donated by Mr. John F. Fleming. Purchased during the years by means of endowed funds and general income were 88 books, 35 individual manuscript items and 9 collections and groups of manuscripts.

Exhibitions. With the opening on May 27 of the exhibition, "Bookplates from the Collection of Sam Schaefler," on the third floor of Butler Library, the program of exhibitions for the year concluded. This exhibit was researched and installed by Mr. Hugh Wilburn, who assumed responsibility for exhibitions on February 1. The full exhibition schedule for the year is as follows:

Mississippi in the Depression: Photographs by Eudora Welty.
June 14 - September 17, 1982

Gifts 1982. September 20 - December 14, 1982

continued...

Book Designs by Ernst Reichl. December 15, 1982 - March 21, 1983

Bicentenary of the Birth of Washington Irving. Low Rotunda: Feb. 4 March 21, 1983; Butler Library: March 22 - May 26, 1983

Bookplates from the Collection of Sam Schaefler. May 27 - September 16, 1983

The Washington Irving Bicentenary exhibition opened in Low Library Rotunda on February 3 at a reception sponsored by the Friends of the Libraries. Based on the Libraries' extensive holdings of first editions, manuscripts and drawings, the exhibition also included memorabilia loaned by Sleepy Hollow Restorations. This exhibition, along with several others in the city devoted to the Irving Bicentenary, was widely covered in the press. After it was moved to Butler Library, the exhibition was visited on April 8 by H.R.H. The Infanta, Dona Pilar, Duchess of Badajoz, and several other members of the Spanish royal family. During the year rare editions, drawings and manuscripts were loaned for exhibition to the Birmingham Museum of Art, the Grolier Club, the Museum of the City of New York and the Whitney Museum of Art.

Staffing and Training. The first of several staff changes occurred on October 1 when Mr. Hugh Wilburn joined the staff as a reference librarian/bibliographer in the rare book department. Having come from the cataloging department, he immediately took on department responsibilities relating to bibliographical control and the maintenance of the card catalogs. With the resignation of Paul Cohen in late January, Mr. Wilburn also assumed responsibilities for exhibitions. Due to a hiring freeze the Cohen position was not posted until April 1. Candidates were interviewed during the early part of May, and Ms. Alison M. Scott, currently on the staff of Special Collections at the University of Chicago Library, accepted the position and will begin work on September 1, her primary responsibilities being reference work with readers and bibliographical control over gift and uncataloged book collections.—Kenneth A. Lohf, Librarian for Rare Books & Manuscripts

Rare Book Department. During 1982-1983 preparations were made for the renovation of the Rare Book and Manuscript Library quarters. The Smith Mathematical Instruments, the Papyrus and Epigraphy Collection, the Manuscript Catalog Collection, and the auxillary card catalogs were moved; sheet iron walls between the Rare Book Department and School of Library Service Library stack areas were erected and painted, requiring the shifting of approximately 3,000 books; elevator 9 was converted for departmental use; and alternate reading room space was set up.

During the past year Rare Book holdings have increased by 3,326 volumes through purchase, transfer and gift (including those from Gifts and Exchange and those acquired on nondepartmental funds). Our arrearages stand virtually unchanged at 52,879 volumes, after the deduction of 2,567 monographs cataloged and 123 serials added, 63 volumes added as second copies, 84 duplicates deaccessioned, 357 volumes sent to Gifts and Exchange and other departments, and 201 volumes put into collections "not to be cataloged." By the end of the fiscal year, all

of the nineteenth century monographs in the Seligman Collection had been sent to cataloging.

This year the staff of the department completed a significant project: the typing of piece slips and local searching of all uncataloged books in the Seligman collection; these books were primarily from the last decade of the eighteenth century. We are now prepared to send these books to OMC for cataloging.The next phase of work in the department with the Seligman materials will be to begin to search and piece slip a lower priority group of materials which includes ca. 3,400 pamphlets. Our efforts to keep current in preparing piece slips for new collections have moved apace with our gifts received except for the Frances Henne deposit of early children's books and the Stuart Schimmel gift of Corvo books and manuscripts. The processing of these two collections is being held for Alison Scott when she begins in September because they require bibliographic sophistication beyong the level of the support staff. There were 4,462 piece slips typed this year.

During 1982-1983 two new sections were written for the Rare Book Staff Manual, one on searching for missing materials and the other on labelling microfilm boxes. There were 3,187 readers and 7,421 books and 648 manuscripts circulated. Once again the Rare Book Department made available to Research Publication for microfilming volumes in the Seligman Collection. The camera was set up in room 653 next to the Reading Room.

Preservation and binding activities continue to be at a level lower than desirable considering the importance and value of the materials which are in the collection. During 1982-1983, 65 volumes were sent to the rare book binder for preservation treatment or slipcases. This is 93 fewer than in 1975-1976. The Columbia University Bindery repaired 8 volumes and made 27 special board portfolios. The Rare Book Department continues to make extensive use of Gaylord prefabricated portfolios for pamphlets: 773 were used this year. However, it is hoped that the local bindery will be able to do more work for us in the up-coming year in the making of pamphlet boxes and repairs. — Rudolph Ellenbogen, Assistant Librarian for Rare Books

Manuscript Department. In the early 1960s an estimate was made of the manuscript holdings in this department and to that base figure each year's count of new accessions has been added. Since it had been felt for a number of years that the original estimate was grossly understated, our holdings were resurveyed this year resulting in an adjusted figure of approximately 20,000,000 manuscript items as of June 30, 1982. It is to this new base that the 1982/83 accession statistics will be added. This year marked the completion of the 3 year NEH grant project to process the Bakhmeteff Archive, thus increasing the base figure by approximately 1,116,000 manuscript items. In addition approximately 707,350 manuscript items (including the Lehman Papers) were added to the Manuscript Department during the past year bringing the total holdings as of June 30, 1983 to approximately 21,823,350 manuscript items. The total number of separate and distinct collections has increased by 948 (Bakhmeteff Archive, 897; new acquisitions, 46) from last year's 999 to this year's 1,942. During 1982/83, approximately 592,900 manuscript items

were processed (including the Lehman Papers but excluding the Bakhmeteff Archive), an increase of more than 220,000 manuscript items over last year. Of the total number of manuscripts processed, 6,477 individual letters, manuscripts and documents were cataloged (including Lehman Papers but excluding Bakhmeteff Archive). The processing of the largest new collection received this year, the files of the literary agency A. Watkins, Inc., approximately, 101,500 items, was completed during the 4th quarter. As noted last year, the pattern of numerous additions to existing collections has continued. For example, approximately 6,000 items documenting the development of laser and maser technology were added to the Physics Department Papers. The total circulation for 1982/83, 1,817,832 manuscript items (including Bakhmeteff Archive but excluding the Lehman Papers), was virtually the same as last year while the number of reader visits, 1,681, (including the Bakhmeteff Archive and excluding the Lehman Papers) was slightly less than last year. The annual upsurge of late spring reader use filled the Manuscript Reading room to capacity for a number of days in mid-June resulting in a very heavy demand for photocopies. The total number of photocopies made for customers this year, 31,354 (including Bakhmeteff Archive and Lehman Papers) was an increase of nearly 5,000 exposures over last year's figure. During the last quarter the new reference librarian bibliographer hired in October 1983, was trained for reference service in the Manuscript Reading Room as part of the Library's goal of integrating reference service with the Rare Book Department for future staffing of the Reference Center in the new Rare Book and Manuscript Library quarters. -- Bernard R. Crystal, Assistant Librarian for Manuscripts

Bakhmeteff Archive. The most important development in the last quarter of 1982-83 has been the successful completion of the thirty-month grant project to arrange and describe the Archive's collections. The Archive's collections have now been processed in standard archival fashion (with the exception of a couple of collections that are here on deposit from the owners). In 1982-83, 36 collections with approximately 347,000 items were processed, making a total for the grant period (October 1980-June 1983) of 399 collections with 895,000 items. In all, the Archive owns 897 collections with approximately 1,116,000 items, and has on deposit 9 collections with approximately 116,000 items, over 2,000 linear feet of holdings. Important acquisitions in 1982-83 include: letters of the writer Georgii Adamovich (gift of Lydia Tchervinsky); documents relating to the Nabokov family (gift of Marina Astman and Constantin Fasolt); papers of the writer Vladislav Khodasevich (gift of Serge Karpovich); and papers of the artist Simon Lissim (gift of his widow, Dorothea W. Lissim). It is hoped that the recent establishment of the Serge Tulinoff Fund will enable the Archive to purchase more manuscript collections in the future.-Stephen Corrsin, Curator

Columbiana Library. During the last quarter, the staff of the Columbiana Library has devoted considerable time in helping the Development Office determine facts and verify data for various research and publication projects. We have also received by gift a number of diplomas, scrapbooks, medals, and other items from alumni and various academic departments. This year the unpublished notes and memoranda of David C. Humphrey's book, From King's College to Columbia, 1746-1800, were received as a valuable gift from the author. The librarian and the general assistant have continued work on refining and revising the various information files and on salvaging and preserving fragile material in those files. 1,160 registered visitors used or visited the collection during the year, most for the purposes of scholarly research. During the last quarter of the year, the librarian has aided the archivist of Trinity Church in locating materials and engravings (and other visual items) for exhibition in the new Trinity Church Archive and for the production of a brochure that Trinity Church is preparing.--Paul R. Palmer, Curator

Lehman Suite and Papers. The major developments of the final quarter of the academic year have been the completion of processing of the Overbrook Press Papers and the installation of new carpeting. The Overbrook Press Papers were received along with the Frank Altschul Papers in 1980, and consist of approximately five linear feet of the correspondence and records of the Press from its founding until shortly before Mr. Altschul's death. Approximately 7,200 items have been arranged and cataloged. The new peach-colored carpeting was installed during the second week in June, and has made the Suite considerably warmer and more inviting than it had been with the old dark-green carpet. (The latter was removed to Butler Library for re-use.) In June the Suite began hosting the NEH Seminars of Professors Shenton and Jackson, which will continue through August. In addition, the Suite hosted the May meeting of the Archivists Round Table of Metropolitan New York; and an instructional tour was given to the SLS Archives class in June. As in the previous quarterly report, reader visits and Suite temperatures have remained fairly stable; the repair of the failing dimmer board which controls the lights in the Seminar Room and Study is now a major priority.

This quarter marks the end of the Suite's first year as a unit of the Rare Book and Manuscript Library. During that time the procedures and staffing of the Suite were adjusted to conform to departmental standards, and both short- and long-term priorities were defined and addressed. Within the past year, in addition to the processing statistics reported in the preceding paragraph, approximately 1,200 customer photocopies were prepared and nearly 14,000 items were circulated to eighteen individuals doing research in the Suite's resources, in a total of 53 reader visits. -- Mary B. Bowling, Curator

BAKHMETEFF ARCHIVE: STATISTICS (June 1983)

Total Collections: 906
"Ms Coll" sequence: 488 (includes 9 deposit collections)
"Gen Ms Coll" : 393
"BAR Ms." : 25

Number of Items Owned by Columbia (approximate): 1,116,000

Number of Items on Deposit from Ukrainian Academy: 73,000
(In 3 collections -- Arkhipenko, Skoropys-Ioltukhovs'kyi, Vynnychenko)

Number of Items on Deposit from Other Sources: 43,000
(In 6 collections -- Crane, Izmailovskii Polk, Schatoff, Semenovskii Polk, Smutny, Tyrkova-Williams)

Number of Standard Archival Boxes: 4,484 (approximately 2,000 linear feet)

Materials not in boxes are kept in 1 map case and on 2 stack ranges.

PROCESSING STATISTICS

Pre-NEH Grant (Sept. 1978-Sept. 1980)
Number of collections: 507
Number of items : 310,994 (approximate)
Number of items cataloged: 13,586
Number of feet of materials: 700 (approximate)

During NEH Grant (Oct. 1980-June 1983)

1. Oct. 1980-June 1981
   Collections: 114
   Items : 151,721
   Cataloged : 4,928
   Feet : 199
2. July 1981-June 1982
   Collections: 231
   Items : 396,434
   Cataloged : 9,031
   Feet : 565
3. July 1982-June 1983
   Collections: 36
   Items : 346,898
   Cataloged : 8,397
   Feet : 415

TOTAL FOR NEH GRANT
Collections: 399
Items : 895,093 (approximate)
Cataloged : 22,356
Feet : 1,304 (approximate)

Note: The number of items processed is below that of the materials in the Archive because we did not have permission from the owners to process a couple of the deposit collections (Schatoff, Vynnychenko).

—over—

READER STATISTICS

	Number of Readers (not visits)	Items Circulated (approx.)
1978-79	30	41,000
1979-80	42	91,000
1980-81	53	203,000
1981-82	50	166,000
1982-83	63	178,000

ACQUISITIONS (gift, purchase, and bequest)

	New Collections	Additions to Old Collections	Items (approx.)
1978-79	5	9	17,100
1979-80	2	8	6,500
1980-81	10	10	9,600
1981-82	5	7	29,500
1982-83	7	7	4,100

Draft Memo to be attached to RBML copy July 6, 1983
of the 1982/83 4th Quarter and Annual Report.

To KAL
From BRC
Re Adjusted base figure of manuscript holdings of the Manuscript Department as of June 30, 1982.

A survey of Stack 14 and 15 was conducted to estimate the total number of boxes in the collections.

There were approximately 40,500 boxes occupying approximately 12,000 shelves.
(921 sections single-shelved on 11 shelves per section,33 boxes per shelf totaling 10,131 shelves)
(250 sections, double-shelved on 7 shelves per section,39 boxes per shelf, totaling 1,750 shelves)

Deposit collections, Oral History and Collections in process not estimated.

Rare Book and Manuscript Library
Quarterly Report, January - March 1983

Introduction. Much of the work during the past three months has centered on the planning and preparation for the construction of the new Library and on the processing of 1982 year-end gifts. Processed during the quarter were forty-three donations whose value totaled $124,410; the nine-month total now stands at $495,512, nearly ten per cent more than for the entire 1981-1982 fiscal year. 483 volumes and 253,630 manuscript items were received by gift; the latter total included the papers of Marion E. Kenworthy, Lewis Lorwin, Richard L. Simon and George D. Woods. There were also major additions to the papers of the National Municipal League, the Council on Religion and International Affairs, and the Community Service Society.

We received confirmation from the Sanford Samuel Foundation of its pledge of $150,000 towards the construction of a room in the new Library in memory of Ruth Ulmann Samuel. The George D. Woods Memorial Fund received contributions and pledges during the quarter that brought the Fund to approximately $100,000. Two-thirds of the amount required for the construction of the new Library is now in hand or pledged. The Office of Facilities Management informed us that bids for demolition and construction were being received, and that interior demolition work would begin shortly after mid-April.

Because the relatively fixed income from the Bakhmeteff Endowment devoted to the funding of the Bakhmeteff Archive will largely cover only personnel and administrative costs, additional funding has been sought for the purpose of acquiring collections of papers and manuscripts so that the role of the Archive in research continues to be of maximum interest to scholars. Of special interest in this regard is the establishment on February 9 of the Sergej E. Tulinoff Endowed Memorial Fund by means of generous gift of securities from Leo Fialkoff; the income from the Endowment, whose value was estimated at $88,500 at the time of the transaction, has been designated by the donor to be used exclusively for the purchase of collections of papers and individual manuscripts. During the quarter an NEH proposal was drafted to fund a project to place data on the collections that comprise the Bakhmeteff Archive in the new RLIN system for archives and manuscripts; this proposal, which will be formally submitted to NEH withint he next month, is envisioned as the first step in placing data on all of Columbia's manuscript collections and archives into the RLIN database. The first $5,000 installment of a pledge of $10,000 has been received from the Overbrook Foundation to fund the processing and cataloging of the Frank Altschul Papers in the Lehman Suite. -- Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. During the last quarter the pace of activities relating to the preparation of the Rare Book Reading Room for the 6th floor demolition has increased. All but essential materials have been removed from the room, and alternate sites on stack 12 prepared for use as office and reading room spaces. A special project was untertaken during the quarter to eliminate the backlog of catalog card filing and card problems. Virtually all staff cooperated in this undertaking. We are now beginning a project to claim approximately 100 card sets dating from 1979 or earlier; the second step of this project will be

to claim the approximately 300 card sets that appear not to have been received from the period 1980-81. The exhibit "The Bicentenary of the Birth of Washington Irving" was installed in the Low Library Rotunda on January 31, and then moved to the exhibit cases on the third floor of Butler Library on March 17. With the departure of one of the reference librarians from the staff, attempts to keep current in the various projects has become increasingly difficult, but the current staff has done a good job in keeping backlogs to a minimum. Since the lifting of the job freeze, the reference librarian position was posted on March 15 and the posting period will close on May 6. -- Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. The processing backlog referred to last quarter has been considerably reduced with the addition of 28,000 items to the Community Service Society Papers and 115,000 items to the Council on Religion and International Affairs Papers. The remaining pre-1960 Library Office Files in storage on Stack 8 were removed, arranged and added to that collection. The 30 hours of GA time assigned to the Manuscript Department has permitted us to relieve the full-time staff of the more routine sorting, arranging and boxing tasks. Student assistants are given basic instructions and guidelines, and then proceed to carry out the tasks under supervision. After more than a year and numerous drafts and consultations with the staff, the revised Photograph Cataloging Rules were finally issued and implemented. Our goals for the next quarter include completing the unpacking and rough sorting of the voluminous Non-Sectarian Anti-Nazi League papers, received in 1975, and the removal of the 1960-69 Library Office files from the balcony of Room 309 and their addition to the collection in the Rare Book and Manuscript Library. -- Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. Steady progress is being made towards the successful completion of the NEH-supported project to arrange and describe the holdings of the Archive; in this quarter, 18 collections comprising 111,000 manuscript and related items were processed. The staff is now preparing a follow-up grant proposal to the NEH for entering the descriptive information on the Archive into the RLIN manuscripts and archives system. A major recent acquisition is the papers of artist and designer Simon Lissim (1900-81), a gift from his widow, Mrs. Dorothea W. Lissim. -- Stephen Corrsin, Curator.

Columbiana Library. This quarter, the Columbiana Library received as a gift from David C. Humphrey four large cartons of notes, drafts, worksheets, and research materials relating to his From King's College to Columbia, 1746-1800. This is an invaluable gift, as it contains much information, historical and biographical, on the founding and early years of the college, much of which was not used in Humphrey's book and much of which is new to the Columbiana Library. Also received were several cartons of materials from the Office of the Secretary of the University; these pertain to the 1968 disturbances and follow-up developments at the University, and they will greatly add to our documentation of these events. The Librarian is processing and organizing these materials. He is also aiding scholars with research projects, maintaining ad hoc committee documents and files on reserve, giving tours and talks daily to visitors. -- Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. The past quarter was marked by a turn toward consistency in two (unrelated) areas: Reader use became more regular and somewhat more frequent; and following major equipment readjustments by heating engineers in January, temperatures stablized considerably and have seldom been out of the 68° - 78° range, and never by much or for long. The highlight of the quarter was the initiation of the processing of the Frank Altschul Papers; Daniela Miedzyrzecka was hired as a BA/GA in February for this project, and works twenty hours a week. A member of the staff of the New York State Archives spent a day in the Suite in February, and based on his examination and our discussions, a decision was reached that filming of the Charles Poletti Papers, is not necessary. We also discussed ways in which our repositories can communicate and cooperate in the future. The turnover and cutback in our GA hours has demanded more attention to the details of desk coverage. Plans were finalized for the installation of new carpeting at the end of the semester, and bids are being received on a lucite top for the conference room table. Among our visitors this quarter was Congressman Jonathan Bingham, in preparation for delivering the Lehman Lecture at Lehman College. -- Mary B. Bowling, Curator.

Rare Book and Manuscript Library
Quarterly Report, October - December 1982

Introduction. The quality and importance of new acquisitions, continuing planning for the new quarters, and work on grant proposals and new funding for various projects have made the three-month period ended December 31 a particularly active one. The value of the thirty-one donations in kind received during the quarter stands at $245,127, the largest amount recorded in a three-month period; the total for the six-month period now stands at $371,102. Among the most significant gifts received were: the 1768 Mason and Dixon map from the Chew family of Philadelphia; the Angus Fletcher collection of Scottish history and literature; the Belmont family papers from August Belmont IV; an extensive addition to the Paul R. Reynolds Papers; and the Meyer Schapiro collection of James T. Farrell letters and manuscripts.

In preparation for the start of construction next April, we have continued to shift collections and pack away valuable objects. We have surveyed our locks and have requested changes to improve security during construction. In addition, we have had metal paneling installed on stack 12 to make this area, which adjoins the Library School Library, more secure. The Librarian has conferred with the Executive Vice President and the staff of the Development Office to identify prospective donors for the final amount required to reach the goal of $2.8 million. The period of the Bakhmeteff Archive NEH grant to process and catalog collections has been extended to June 30, 1983. A new proposal has been drafted for an NEH grant to prepare a guide to the Bakhmeteff Archive, and to input data on the collections into the RLIN system for archives and manuscripts. The George D. Woods Memorial Fund, established by Mr. Woods' widow, reached $50,000 in December; additional expected contributions will bring the Fund to a level at which it will support one of the rooms in the new quarters. Mr. Arthur Altschul, through the Overbrook Foundation, has given a grant of $5,000, and pledged a similar additional contribution for 1983, to cover the costs of processing and cataloging the papers of his father, Frank Altschul, which are in the Lehman Suite.

The Fall meeting of the Friends, held on Thursday evening November 4, centered on the gift of the Harold Matson papers and featured as speaker Mr. William Manchester. Planning is proceeding for the February 3 reception which will open the exhibition, "The Bicentenary of the Birth of Washington Irving, A.M., 1821, LL.D., 1829."-Kenneth A. Lohf, Librarian for Rare Books and Manuscripts

Rare Book Department. During the second quarter of 1982-83 preparations continued to be made in the Rare Book Department for the upcoming renovations. Plans were formulated for an interim reading room which will be used during construction. In addition, sheet iron walls were erected between the SLS Library stacks and the area of stack 12 which is used by our deparment, including an area which will eventually be used to house the Papyrus and Epigraphy Collection. The panels were painted after installation, necessitating shifting about 3,000 of the books in the Historical Collection of Children's Literature.

With regard to other activities in the department, work went forward on a number of projects, including the making of new tags and plating of books in the Historical Collection of Children's Literature, and the typing of p-slips for the Seligman Collection. Also during the quarter approximately 60,000 pages were filmed by Research Publications from 1,400 titles in the Seligman Collection. In addition, master tapes were made, analyzed and cataloged, in response to a customer order, for about 25 aluminum dialect recordings made in the 1930's in Madison County, Va., as part of the American Speech Recording project.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. The second quarter of 1982/83 saw the buildup of a processing backlog which was partially due to the reassignment of professional staff time to the newly acquired Lehman Suite and the usual hiatus between the departure of our CAII and the arrival of a replacement. On September 15, we took over the invoicing, mailing and other record-keeping for our photocopy orders which were formerly handled by Interlibrary Loan. With this transfer of operation we were allotted 15 hours of GA time and we have been able to use the student assistants in working on the backlog. By the end of the third quarter we hope to have the backlog considerably reduced. The student assistants have also shifted a number of manuscript collections from stack 14 to 15 to alleviate the overcrowding on 14. All of the Columbia University archival collections were moved up, along with several large collections such as the Bella Abzug Papers. In addition we were able to use one GA to start unpacking, sorting and arranging the Library Office Files in storage on Stack 8. Two series have already been completed.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. In the last three months of 1982, the staff of the Bakhmeteff Archive completed the second year of its thirty-month NEH grant to arrange and describe the Archive's holdings. As of 31 Dec. 1982, the staff had completed under the grant the processing of 360 collections with almost 700 thousand manuscript and other items. In the approximately six months that remain to the project, the staff will complete the processing of the several major remaining collections. In addition, the preparation of an application to NEH for a grant to aid in adding the descriptive materials on the Archive's collections to the new RLIN archival and manuscript materials system was completed in the last quarter of 1982. A hard-copy repository guide is also planned as part of this proposed project. The draft of this application was sent to NEH in December for review and comment.--Stephen D. Corrsin, Curator.

Columbiana Library. This quarter, with the retirement of the Associate Director of University Development and Alumni Relations, Columbiana received four more filing cabinets of records and publications from that office, along with an equal number of cartons of miscellaneous materials, such as a bronze 9" model of the Alma Mater statue. The Secretary of the University also presented the collection with several cartons of recent publications, reports and other printed material. We are continuing to process these gifts, having some cataloged, some filed and disposing of other items as necessary. We are also, as time and staff permit, pulling from our verticle files valuable items that are disintegrating and photocopying them selectively to preserve them.- Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. The Lehman Suite's second quarter as a unit of the Rare Book and Manuscript Library was marked by a stablilization of staff and an adjustment to new routines. Former GA Sally Roggia became the Lehman Suite Assistant on 27 October. The Papers experienced a flurry of reader activity in late October, and classes in the conference room continued all semester, although Professors Hamilton and Brzezinski moved their classes (the former permanently) because of the terrible extremes of heat and cold to which the Suite has been subjected. Margaret Steig's archives class from the School of Library Service received a tour and lecture on 17 November. The UNRRA exhibits in the conference room and Lehman Library were featured in an October issue of the University Record. The Suite was visited during the Quarter by John R. Lehman, Arthur Altschul and attorney George DeSipio.--Mary B. Bowling, Curator.

Rare Book and Manuscript Library
Quarterly Report, July - September 1982

Introduction. The three month period ended September 30 has been a particularly active one for the Rare Book and Manuscript Library: projects have continued in preparation for the construction of the new quarters (now scheduled to begin on April 4, 1983), involving shifting of collections, packing of fragile materials and planning for interim service and security; numerous manuscript and archival collections that had accumulated during the spring and early summer have been processed and cataloged; the exhibition schedule for the year was planned and work was begun on several of them; events of the Friends of the Libraries and the issues of Columbia Library Columns for the year were planned; and the Lehman Suite and Papers have been placed under the Library's administration, a change which involved considerable planning in the areas of personnel and access activities. During the quarter 49 separate donations were received, comprising 626 volumes and 118,823 manuscript items. The total appraised or estimated value of these gifts stands at $125,975.50. All of these figures are substantially higher than those recorded in the first quarter of last year, and in the total value of gifts the figure is nearly four times greater. -- Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. During the first quarter of 1982-3 work was performed on projects related to the planned construction of the new Rare Book and Manuscript Library quarters. In preparation for this, most of the reference books on the balcony level have been moved either to space on Stack 12 behind the current charge desk or to space on Stack 13; in addition, the Smith Mathematical instruments and their exhibit cases were moved to the Southeast aisle on Stack 13. All reference books and manuscript catalogs now have been tattletaped since these will be in public areas once the new quarters are completed. Two new student assistants have been hired to work approximately 24 hours, but several openings still remain to be filled. Also during the quarter 136 titles have been filmed by Research Publications using the Plimpton Room for their camera work. The fall gift show was installed on the third floor of Butler on September 22 and is scheduled to remain on view through December 14.--Rudolph S. Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. As in past summers there was heavy daily use of the Manuscript Reading Room, a trend that began in April, as noted in last quarter's report, and continued through August. In July the average number of reader visits was 11 a day, as compared to 7.5 in the spring quarter. Consequently, a number of new collections that arrived during the summer could not be processed because our primary mission was serving readers. By the end of September, however, the processing backlog had been cleared up. Among the new collections were the papers of Columbia economist,

Albert Hart, and those of the mystery writer, Harry S. Keeler. Significant additions were made to the following established collections: Paul R. Reynolds, literary agency; A Doak Barnett, Sinologist; and Columbia law professor, Milton Handler. -- Bernard R. Crystal, Asst. Librarian for Manuscripts.

Bakhmeteff Archive. In July-September, 1982, the staff of the Bakhmeteff Archive completed the arrangement and description of 9 manuscript collections with a total of approximately 43,325 items. Of these items, 902 received full cataloging. The staff of the Archive is nearing the completion of its 30 month NEH grant to aid in the arrangement and description of the Archive's collections. We are applying for an extension of the grant's deadline to 30 June 1983, from 31 December 1982, because of delays in hiring staff at the start of and during the project. In addition, the staff of the Archive has prepared, with the assistance of the library planning office, a proposal to put descriptive information on the Archive's holdings into the new RLIN archives and manuscripts data system.-- Stephen Corrsin, Curator

Columbiana Library. During the past three months the librarian, with the aid of a student assistant, has added and cataloged five four-drawer verticle files, a dozen cartons of pamphlets, books and clippings, and several hundred photographs of prominent Columbia people to the collection, given to us by the Office of University Development and Alumni Affairs which has moved from Low Library and Fairchild to new quarters in Teachers College. The librarian has continued to assist numerous students, University administrators and researchers in locating and verifying materials and facts for many publications and projects, a program which included working with the Social Work Librarian in helping her to complete the historical records of that library. Tours of the King's College room have been given daily to various individuals and groups, including new Columbia students, members of the family descended from President Seth Low and a group of twenty-four visitors from South Korea. -- Paul R. Palmer, Curator.

Lehman Papers and Suite. This was a unique quarter for the Lehman Suite, its first as a unit of the Rare Book and Manuscript Library. Many of the activities and problems, centering around acquainting myself with the holdings of the Suite and training the full-time assistant in library policy, were therefore ones which will seldom need to be repeated. Other key activities in process include the hiring and training of both a general assistant and a library assistant, changing exhibits in two areas, the physical maintenance of the Suite and its equipment, and especially the determination of tasks which must be undertaken to improve the accessibility of materials and to preserve them, along with setting priorities for those tasks. Major accomplishments of the quarter have been the enhancement of security through stricter control over procedures and keys, and the expansion of awareness of the Suite's holdings by completing the Suite's finding aids in the Manuscript Reading Room and adding cards for the Lehman Papers " Special File of Correspondence" to the Reading Room card catalog.--Mary B. Bowling, Curator.

Rare Book and Manuscript Library
Quarterly Report, April - June 1983
and Summary for 1982 - 1983

Introduction. Much of the attention and concern of the staff during the past quarter and the past year has centered on the new quarters for the Rare Book and Manuscript Library. Raising funds for the new facilities, working closely with the architect Byron Bell in designing the quarters, and preparing the spaces on the sixth and seventh floors have been the three most important areas on which we have concentrated. At the end of June we received confirmation that: the final budget had been approved by the University Trustees; the final plans had been received from the architect; the bids had been received for demolition, steel construction, roof work and electrical work; and the date for the start of construction was set for July 25. Once construction begins our efforts and time for the year following will be largely taken up by the problems of construction and the move into the new quarters.

The thirty-month National Endowment for the Humanities grant to process the Bakhmeteff Archive came to a successful conclusion during the final quarter of 1982-1983, well within the budget established under the grant. Work accomplished under the grant is summarized elsewhere in this report, but it is important to note that with the completion of the project the resources of the Archive are available for reference and scholarly use for the first time since its founding. During the year the funding of the Archive, based on a percentage of the income from the Bakhmeteff Endowment and annual increments based on the growth of the Endowment, was formalized by the Provost's office; and in February the Sergej E. Tulinoff Endowed Memorial Fund was established by means of a gift from Leo Fialkoff, the income having been designated by the donor to be used exclusively for the purchase of collections of papers and individual manuscripts. The ongoing operation of the Archive, including access and the development of the resources, now seems assured. Finally, we received word from the Provosts's office that the Bakhmeteff Endowment would support, by means of a grant of $30,000, the construction of quarters for the Archive in the new Rare Book and Manuscript Library.

On June 30 the Lehman Suite and Papers completed the first year under the administration of the Rare Book and Manuscript Library. The transition has been smooth and efficient, due to the efforts of the Curator and the administrative staff of the Library in applying to the Suite the same policies and programs that have been developed for the Manuscript Department and the Manuscript Reading Room. In addition, attention was given to refurbishing the Suite, and a beginning was made this spring with the installation of new carpeting in all the public rooms and on the stairway leading to the lower stack floor. By means of a grant of $10,000 from the Overbrook Foundation (the first installment of $5,000 was received in January), as assistant was hired to begin work on processing and cataloging the Frank Altschul Papers and the files of the Overbrook Press, the latter having been completed during June.

Friends of the Libraries. The annual Bancroft Awards dinner, sponsored by the Friends, was held on April 7. A total of 264 guests attended the event, at which John P. Demos and Nick Salvatore received the awards. The annual dues letter was sent to the Friends on April 8, and we received contributions at a generous rate so that it was possible to transfer $10,000 from the income account into the renovation fund for the Rare Book and Manuscript Library as part of the pledge of the Friends to make annual contributions of this amount until the new quarters are completed. The annual financial report of the Friends will be issued by the Secretary-Treasurer in October at the time of the fall Council meeting. The membership now stands at 443.

Collection development. During the last quarter of the year 29 separate donations were received, comprising 559 books and 113,649 manuscript items; the total for the year now stands at 180 donations, comprising 2,944 books and 597,606 manuscript items. The total appraised and or estimated value of the year's gift is $572,913, of which $187,719 represents gifts from Friends of the Libraries. Significant collections of papers have come to the Library by means of gift: papers of Columbia faculty include those of Richard T. Baker, Richard V. Chase, Henry M. Foley, Albert C. Hart and Marion Kenworthy; those relating to economics and business include the papers of the Belmont family, Morris Copeland and Lewis Lorwin; those in the area of international affairs and politics include the papers of DeWitt Barnett, Edward Carter, Richard S. Childs and George D. Woods; and those in literature include the papers of Harry Keeler, Oscar Sherwin, Edgar Johnson, Richard Leo Simon, and Meyer Schapiro's extensive correspondence with James T. Farrell. Among book collections received by gift, special mention may be made of the Angus Fletcher library relating to Scotland, 183 volumes of twentieth century French first editions and inscribed books received from Mrs. Justin O'Brien, and Stuart Schimmel's collection of 158 volumes and manuscripts of Baron Corvo. Individual important rarities include the Mason and Dixon map received from the Chew family of Philadelphia, the first edition of Candide donated by Professor Eugene Rice in memory of his wife, the manuscript of an eighteenth century prayer book illustrated by means of stencils presented by Mr. and Mrs. T. Peter Kraus, and the 1476 printing of Leonicenus, Commentum in Ciceronis Oratorem, donated by Mr. John F. Fleming. Purchased during the years by means of endowed funds and general income were 88 books, 35 individual manuscript items and 9 collections and groups of manuscripts.

Exhibitions. With the opening on May 27 of the exhibition, "Bookplates from the Collection of Sam Schaefler," on the third floor of Butler Library, the program of exhibitions for the year concluded. This exhibit was researched and installed by Mr. Hugh Wilburn, who assumed responsibility for exhibitions on February 1. The full exhibition schedule for the year is as follows:

Mississippi in the Depression: Photographs by Eudora Welty.
June 14 - September 17, 1982

Gifts 1982. September 20 - December 14, 1982

continued...

Book Designs by Ernst Reichl. December 15, 1982 - March 21, 1983

Bicentenary of the Birth of Washington Irving. Low Rotunda: Feb. 4 March 21, 1983; Butler Library: March 22 - May 26, 1983

Bookplates from the Collection of Sam Schaefler. May 27 - September 16, 1983

The Washington Irving Bicentenary exhibition opened in Low Library Rotunda on February 3 at a reception sponsored by the Friends of the Libraries. Based on the Libraries' extensive holdings of first editions, manuscripts and drawings, the exhibition also included memorabilia loaned by Sleepy Hollow Restorations. This exhibition, along with several others in the city devoted to the Irving Bicentenary, was widely covered in the press. After it was moved to Butler Library, the exhibition was visited on April 8 by H.R.H. The Infanta, Dona Pilar, Duchess of Badajoz, and several other members of the Spanish royal family. During the year rare editions, drawings and manuscripts were loaned for exhibition to the Birmingham Museum of Art, the Grolier Club, the Museum of the City of New York and the Whitney Museum of Art.

Staffing and Training. The first of several staff changes occurred on October 1 when Mr. Hugh Wilburn joined the staff as a reference librarian/bibliographer in the rare book department. Having come from the cataloging department, he immediately took on department responsibilities relating to bibliographical control and the maintenance of the card catalogs. With the resignation of Paul Cohen in late January, Mr. Wilburn also assumed responsibilities for exhibitions. Due to a hiring freeze the Cohen position was not posted until April 1. Candidates were interviewed during the early part of May, and Ms. Alison M. Scott, currently on the staff of Special Collections at the University of Chicago Library, accepted the position and will begin work on September 1, her primary responsibilities being reference work with readers and bibliographical control over gift and uncataloged book collections.—Kenneth A. Lohf, Librarian for Rare Books & Manuscripts

Rare Book Department. During 1982-1983 preparations were made for the renovation of the Rare Book and Manuscript Library quarters. The Smith Mathematical Instruments, the Papyrus and Epigraphy Collection, the Manuscript Catalog Collection, and the auxillary card catalogs were moved; sheet iron walls between the Rare Book Department and School of Library Service Library stack areas were erected and painted, requiring the shifting of approximately 3,000 books; elevator 9 was converted for departmental use; and alternate reading room space was set up.

During the past year Rare Book holdings have increased by 3,326 volumes through purchase, transfer and gift (including those from Gifts and Exchange and those acquired on nondepartmental funds). Our arrearages stand virtually unchanged at 52,879 volumes, after the deduction of 2,567 monographs cataloged and 123 serials added, 63 volumes added as second copies, 84 duplicates deaccessioned, 357 volumes sent to Gifts and Exchange and other departments, and 201 volumes put into collections "not to be cataloged." By the end of the fiscal year, all

of the nineteenth century monographs in the Seligman Collection had been sent to cataloging.

This year the staff of the department completed a significant project: the typing of piece slips and local searching of all uncataloged books in the Seligman collection; these books were primarily from the last decade of the eighteenth century. We are now prepared to send these books to OMC for cataloging.The next phase of work in the department with the Seligman materials will be to begin to search and piece slip a lower priority group of materials which includes ca. 3,400 pamphlets. Our efforts to keep current in preparing piece slips for new collections have moved apace with our gifts received except for the Frances Henne deposit of early children's books and the Stuart Schimmel gift of Corvo books and manuscripts. The processing of these two collections is being held for Alison Scott when she begins in September because they require bibliographic sophistication beyong the level of the support staff. There were 4,462 piece slips typed this year.

During 1982-1983 two new sections were written for the Rare Book Staff Manual, one on searching for missing materials and the other on labelling microfilm boxes. There were 3,187 readers and 7,421 books and 648 manuscripts circulated. Once again the Rare Book Department made available to Research Publication for microfilming volumes in the Seligman Collection. The camera was set up in room 653 next to the Reading Room.

Preservation and binding activities continue to be at a level lower than desirable considering the importance and value of the materials which are in the collection. During 1982-1983, 65 volumes were sent to the rare book binder for preservation treatment or slipcases. This is 93 fewer than in 1975-1976. The Columbia University Bindery repaired 8 volumes and made 27 special board portfolios. The Rare Book Department continues to make extensive use of Gaylord prefabricated portfolios for pamphlets: 773 were used this year. However, it is hoped that the local bindery will be able to do more work for us in the up-coming year in the making of pamphlet boxes and repairs. — Rudolph Ellenbogen, Assistant Librarian for Rare Books

Manuscript Department. In the early 1960s an estimate was made of the manuscript holdings in this department and to that base figure each year's count of new accessions has been added. Since it had been felt for a number of years that the original estimate was grossly understated, our holdings were resurveyed this year resulting in an adjusted figure of approximately 20,000,000 manuscript items as of June 30, 1982. It is to this new base that the 1982/83 accession statistics will be added. This year marked the completion of the 3 year NEH grant project to process the Bakhmeteff Archive, thus increasing the base figure by approximately 1,116,000 manuscript items. In addition approximately 707,350 manuscript items (including the Lehman Papers) were added to the Manuscript Department during the past year bringing the total holdings as of June 30, 1983 to approximately 21,823,350 manuscript items. The total number of separate and distinct collections has increased by 948 (Bakhmeteff Archive, 897; new acquisitions, 46) from last year's 999 to this year's 1,942. During 1982/83, approximately 592,900 manuscript items

were processed (including the Lehman Papers but excluding the Bakhmeteff Archive), an increase of more than 220,000 manuscript items over last year. Of the total number of manuscripts processed, 6,477 individual letters, manuscripts and documents were cataloged (including Lehman Papers but excluding Bakhmeteff Archive). The processing of the largest new collection received this year, the files of the literary agency A. Watkins, Inc., approximately, 101,500 items, was completed during the 4th quarter. As noted last year, the pattern of numerous additions to existing collections has continued. For example, approximately 6,000 items documenting the development of laser and maser technology were added to the Physics Department Papers. The total circulation for 1982/83, 1,817,832 manuscript items (including Bakhmeteff Archive but excluding the Lehman Papers), was virtually the same as last year while the number of reader visits, 1,681, (including the Bakhmeteff Archive and excluding the Lehman Papers) was slightly less than last year. The annual upsurge of late spring reader use filled the Manuscript Reading room to capacity for a number of days in mid-June resulting in a very heavy demand for photocopies. The total number of photocopies made for customers this year, 31,354 (including Bakhmeteff Archive and Lehman Papers) was an increase of nearly 5,000 exposures over last year's figure. During the last quarter the new reference librarian bibliographer hired in October 1983, was trained for reference service in the Manuscript Reading Room as part of the Library's goal of integrating reference service with the Rare Book Department for future staffing of the Reference Center in the new Rare Book and Manuscript Library quarters. -- Bernard R. Crystal, Assistant Librarian for Manuscripts

Bakhmeteff Archive. The most important development in the last quarter of 1982-83 has been the successful completion of the thirty-month grant project to arrange and describe the Archive's collections. The Archive's collections have now been processed in standard archival fashion (with the exception of a couple of collections that are here on deposit from the owners). In 1982-83, 36 collections with approximately 347,000 items were processed, making a total for the grant period (October 1980-June 1983) of 399 collections with 895,000 items. In all, the Archive owns 897 collections with approximately 1,116,000 items, and has on deposit 9 collections with approximately 116,000 items, over 2,000 linear feet of holdings. Important acquisitions in 1982-83 include: letters of the writer Georgii Adamovich (gift of Lydia Tchervinsky); documents relating to the Nabokov family (gift of Marina Astman and Constantin Fasolt); papers of the writer Vladislav Khodasevich (gift of Serge Karpovich); and papers of the artist Simon Lissim (gift of his widow, Dorothea W. Lissim). It is hoped that the recent establishment of the Serge Tulinoff Fund will enable the Archive to purchase more manuscript collections in the future.-Stephen Corrsin, Curator

Columbiana Library. During the last quarter, the staff of the Columbiana Library has devoted considerable time in helping the Development Office determine facts and verify data for various research and publication projects. We have also received by gift a number of diplomas, scrapbooks, medals, and other items from alumni and various academic departments. This year the unpublished notes and memoranda of David C. Humphrey's book, From King's College to Columbia, 1746-1800, were received as a valuable gift from the author. The librarian and the general assistant have continued work on refining and revising the various information files and on salvaging and preserving fragile material in those files. 1,160 registered visitors used or visited the collection during the year, most for the purposes of scholarly research. During the last quarter of the year, the librarian has aided the archivist of Trinity Church in locating materials and engravings (and other visual items) for exhibition in the new Trinity Church Archive and for the production of a brochure that Trinity Church is preparing.--Paul R. Palmer, Curator

Lehman Suite and Papers. The major developments of the final quarter of the academic year have been the completion of processing of the Overbrook Press Papers and the installation of new carpeting. The Overbrook Press Papers were received along with the Frank Altschul Papers in 1980, and consist of approximately five linear feet of the correspondence and records of the Press from its founding until shortly before Mr. Altschul's death. Approximately 7,200 items have been arranged and cataloged. The new peach-colored carpeting was installed during the second week in June, and has made the Suite considerably warmer and more inviting than it had been with the old dark-green carpet. (The latter was removed to Butler Library for re-use.) In June the Suite began hosting the NEH Seminars of Professors Shenton and Jackson, which will continue through August. In addition, the Suite hosted the May meeting of the Archivists Round Table of Metropolitan New York; and an instructional tour was given to the SLS Archives class in June. As in the previous quarterly report, reader visits and Suite temperatures have remained fairly stable; the repair of the failing dimmer board which controls the lights in the Seminar Room and Study is now a major priority.

This quarter marks the end of the Suite's first year as a unit of the Rare Book and Manuscript Library. During that time the procedures and staffing of the Suite were adjusted to conform to departmental standards, and both short- and long-term priorities were defined and addressed. Within the past year, in addition to the processing statistics reported in the preceding paragraph, approximately 1,200 customer photocopies were prepared and nearly 14,000 items were circulated to eighteen individuals doing research in the Suite's resources, in a total of 53 reader visits. -- Mary B. Bowling, Curator

Columbia University in the City of New York | *New York, N.Y. 10027*

Information and Visitor Services

201 Dodge

Telephone: (212) 280-2845

VISITOR INFORMATION

Date Friday, April 8, 1983

Time 2:45 p.m. Number of Visitors 4+

For H.R.H. The Infanta, Dona Pilar, Duchess of Badajoz

Duke of Badajoz

Archduchess of Hapsburg

Princess Gerado Boubon Lorraine

Position/Title 1) Sister of King Juan Carlos

2) Husband of the Infanta

3 & 4) Accompanying the Infanta

From Spain

Escort/Interpreter-s

Special Interests Washington Irving Exhibit

Appointments Arranged

3:00 P.M. Exhibit area, third floor, Butler Library
Explanation of exhibit by member of Rare Book & Manuscript Div.

Remarks

Programmed by June H. Dahlke 280-2845
Visitor Services, C.U.

St. Nicholas Society
Contact Agency Programmer Phone #

C.U. Escort/s Karen Goldman, David Peng, Isabel Balseiro, Maria Shaio

The Visit

of the

ARCHIVAL DELEGATION

from the

PEOPLE'S REPUBLIC OF CHINA

to the

UNITED STATES

September 30-October 23, 1982

National Committee on
United States-China Relations

TRAVELING PARTY

DELEGATION LEADER

Feng Zizhi 馮子直	Deputy Director, State Bureau of Archives; Secretary General, China Society of Archivists, Beijing

MEMBERS

Yan Yongsheng 延永生	Director, The First Historical Archives, Beijing
Li Changwen 李昌文	Director, The Second Historical Archives, Nanjing
Zhang Zhongren 张仲仁	Deputy Director, Sichuan Provincial Bureau of Archives, Chengdu
Zhang Tianming 张天明	Chief, Foreign Affairs Division, State Bureau of Archives, Beijing

* * * * * *

ESCORT INTERPRETERS

Marjorie Li 徐燕生	Technical Service Archivist, Rutgers University
John Wang 王章华	Program Coordinator; Program Associate, National Committee on U.S.-China Relations

As with many social science disciplines, archival work in China is recovering from the effects of the Cultural Revolution. A group of senior Chinese archivists is now visiting the United States to investigate the state of archival work in this country, with a view to upgrading facilities and improving management practices in China. The Archival Delegation wishes to observe advanced U.S. technology in restoring, preserving and utilizing archival materials; to examine the organization and administration of important American archives; to become familiar with U.S. archives and libraries with extensive Chinese materials; and to explore possibilities for the exchange of archival materials between the United States and China. The group will travel to six cities in a schedule which includes visits to some of the country's most important archives and libraries as well as attendance at the annual convention of the Society of American Archivists.

In order to obtain a better understanding of the United States, delegation members will also visit places of cultural and historic interest, attend a variety of cultural performances, and meet Americans in their homes.

The Archival Delegation is in the United States at the invitation of the United States Information Agency under its International Visitors Program; the visit is being administered by the National Committee at the request of USIA.

* * * *

PROGRAM

San Francisco September 30-October 3
California Academy of Sciences
California Historical Museum
Exploratorium
Hoover Institution
University of California, Berkeley
  Library and Center for Chinese Studies

Salt Lake City, Utah October 4-5
Brigham Young University
Church of the Latter Day Saints
Genealogical Society of Utah
Granite Mountain Records Vault.

Ann Arbor, Michigan October 6-8
Bentley Historical Library
Gerald R. Ford Presidential Library
Henry Ford Museum and
  Greenfield Village
The University of Michigan Library
  and Center for Chinese Studies
Univeristy Microfilms
William Clements Library

Washington, D.C. October 9-14
Capitol Hill
Center for Chinese Research Materials
Library of Congress
Maryland Hall of Records
Monuments
National Archives
National Air and Space Museum
National Gallery of Art
National Records Center
Smithsonian Institution
U.S. Naval Academy

New York October 15-17
Columbia University Library
  and East Asian Institute
United Nations Archives
World Trade Center

Boston October 18-23
Harvard University
  Harvard-Yenching Library
John F. Kennedy Library
M.I.T. Archives
Massachusetts State Archives
Northeast Document Conservation Center
Society of American Archivists Convention

NATIONAL COMMITTEE ON UNITED STATES-CHINA RELATIONS, INC.

777 United Nations Plaza, New York, New York 10164 (212) 922-1385

SUGGESTED GUIDELINES FOR ACTIVITIES RELATED TO THE VISIT OF THE ARCHIVISTS DELEGATION FROM THE PEOPLE'S REPUBLIC OF CHINA

Led by Feng Zizhi, Deputy Director of the State Bureau of Archives of the People's Republic of China, a group of senior Chinese archivists will visit the United States from September 30 to October 22, 1982. Their objectives are to learn about advanced U.S. technology in restoring, preserving and utilizing archival material; to examine the organization and administration of important American archives; to become familiar with U.S. archives and libraries with extensive Chinese materials; and to explore possibilities for the exchange of archival material between the United States and China.

The visit is at the invitation of the United States Information Agency (USIA) under the International Visitors Program, and is being administered by the National Committee on United States-China Relations. Although this is the first Chinese archivists delegation to come to the U.S. under government auspices, the visit in fact represents a continuation of exchanges between American and Chinese archivists which began in 1980 when a group of Chinese archivists attended the Second World Record Conference in Salt Lake City, Utah. In 1981, at the invitation of the Society of American Archivists (SAA), China sent a representative to the SAA's annual meeting at the University of California at Berkeley. And in May 1982, members of the SAA's visited China at the invitation of the State Bureau of Archives.

While most details will be arranged by the National Committee, we are relying on the guidance and assistance of SAA members, librarians, and members of the National Committee to develop the program. We would like to express our appreciation in advance to all who are helping to make this project a success.

SIZE AND COMPOSITION

The delegation is composed of five senior Chinese archivists who are responsible for directing some of China's most important archives. Their special interests are indicated in the parenthesis.

LEADER	
Feng Zizhi	Deputy Director, State Bureau of Archives and Secretary General of the China Society of Archivists (editing and publishing of archival materials)
MEMBERS	
Zhang Zhongren	Deputy Director, Sichuan Provincial Bureau of Archives
Yan Yongsheng	Director, China Number One Historical Archives (Ming and Qing dynasties)
Li Changwen	Director, China Number Two Historical Archives (Republic of China archives [1911-1949])
Zhang Tianming	Chief, Foreign Affairs Division, State Bureau of Archives (foreign affairs and international liaison)

John Wang, Program Associate of the National Committee, is planning the program and will travel with the delegation as escort-interpreter; Marjorie Li, Technical Service Archivist, Department of Special Collections, Records and Archives of Rutgers University, will also accompany the group as an escort-interpreter.

FYI

Proceed to The Empire Hotel
1889 Broadway
Contact: Joseph Filosieta (212) 265-7400

Transportation by Salem Transportation Co.
Contact: Ed Bartley, Dispatcher (212) 656-4511

Breakfast at hotel

OCT. 4 1982

Depart hotel

East Asian Library, Columbia University
Contact: Jack Jacoby, Head, Chinese Section (212) 280-3721
305M Kent Hall, New York, N.Y. 10027

University Library (Rare Books Division)

Lunch hosted by the East Asian Institute of Columbia University
Contact: Roberta Martin (212) 280-4278
420 West 118th Street, New York, N.Y. 10027

United Nations Records Management Service and Archives
Contact: Alf Erlandsson, Archivist (212) 754-8683
245 Park Avenue South, New York, N.Y. 10010
(between 25th & 26th Streets)

Dinner at Hunam Restaurant hosted by the National Committee on United States-China Relations

Saturday, October 16

Breakfast at hotel

Statue of Liberty

World Trade Center Observatory

Lunch in Chinatown

United Nations

To be arranged

Optional sightseeing in New York City or visit to Beineke Library at Yale University in New Haven, Connecticut

Arrive Boston

Proceed to The Park Plaza Hotel
50 Park Plaza
Contact: Janet Ross (617) 426-2000

OCT. 4 1982

National Committee on United States-China Relations, Inc.
[illegible], New York, New York 10164 (212) 922-1385

September 30, 1982

[illegible] Jack Jacoby
[illegible] Asian Library
[illegible] Section
[illegible]

[illegible] the detailed itinerary for the [illegible]ese Archival Delegation. If there are any ques- [illegible] changes, please inform my office [illegible] maintain constant communication. I [illegible] for your assistance and cooperation [illegible] to meeting you.

Sincerely yours,

John Wang

[illegible]
[illegible]

[illegible]ed in
[illegible] Wang's

The National Committee on United States-China Relations is a public, non-profit, educational organization which encourages understanding of China and the United States among citizens of both countries. The Committee's membership includes distinguished Americans from all parts of the country who represent many points of view, but share the belief that increased public knowledge of China and U.S.-China relations enhances international understanding, contributes to the effective conduct of foreign policy, and strengthens the United States-China relationship.

The Committee's purpose is carried out through a program of exchanges and educational activities. Exchanges focus primarily on governance, development, and culture and communication. Educational activities build upon such exchanges through conferences and meetings on related subjects, and advisory services for organizations and individuals interested in participating in the exchange process, and information services.

The work of the National Committee is made possible by major grants from the United States Information Agency and by contributions from public-spirited corporations, foundations, and private citizens.

National Committee on U.S.-China Relations
777 United Nations Plaza
New York, New York 10164
(212) 922-1385

Gifts

July 1982 - June 1983

Month	No. of Donations	Vols.	Mss.	Total of Value	Friends Value	
July	12	393	6,224	$34,227	$25,889	
Aug	18	187	81,002	$34,387.50	$8,483.50	
Sept	19	46	31,597	$57359.	$31,421.	
3 Mo. Totals	49	626	118,823	$125,973.50	$65,793.50	
Oct	12	56	14,506	$3,864	$8,054	
Nov	16	915	22,278	$73,724.60	$22,711.10	
Dec	31	305	74,720	$157,518.50	$3,321	
3 Mo Totals	59	1,276	111,504	$245,126.10	$34,086.10	
6 Mo Totals	108	1,902	230,327	$371,102.10	$99,879.60	
Jan	19	267	29,226	$22,184	$4,551.10	
Feb	10	31	155,577	$40,034	$9,475	
Mar	14	185	68,827	$62,192	$44,117	
3 Mo Totals	43	483	253,630	$124,410	$58,143.10	
9 Mo Totals	151	2,385	483,957	$495,512.10	$158,022.70	
April	3	—	67,024	$26,200	—	
May	9	405	429	$31,274	$27,464	
June	17	154	46,196	$19,927	$1,832	
3 Mo Totals	29	559	113,649	$77,401	$29,696	
12 Mo Totals	180	2,944	597,606	$572,913.10	$187,718.70	

Poems	Individual Manuscripts	Plays
12, 22, 6, 1, 6, 1, 11, 7, 14, 1, 1, 2	4, 5, 6, 6, 6, 5, 2	1
86	34	1

Collections of MS.

9

1. Silsbee-Fortunoff (Gotham)
2. Arden-Carpenter (B. Hall)
3. Lewis Nichols Jackson (Myers)
4. Kathleen Mansfield (Myers)
5. Will Ransom (Fletcher)
6. Eric Gill (Fletcher)
7. Mansfield (Myers)
8. Charles Scribner (Gotham)
9. Charles Frere Hall (Myers)

Mss

Richard T Baker

Neil H Bonner

Edna Cantu

Richard Chase

Adds to Collections

Arnheim

A Drake Bennett

James Clifford

Council on Rd + Indl Affairs

Milton Handler

Paul Kniebeles

Paul R Reynolds

Blues etc.

Schmitt-Gann

Dixie Hotel

Ralph Gleason

Charles Dow

Jerome Kern

Ritual Smoke

George Edwards

Papers

Gl Fac

Richard T Baker
Richard V Clarke
Henry M Foley
Albert C Hart
Marion Kenworthy

Literature

Henry Reeler
Meyer Schapiro - Farrell
Oscar Sherman
Edgar Thrasher
Richard Simon

Econ + Business

Belmont family
Morris Copeland
Lewis Lorwin

Int Affairs + Politics

Dr Will Barnett
Norbert Barr
Edward Eagles
Richard S Childs
George D Woods
papers of last 2 viceroys of Peru

Coll. of Phys

Angus Fletcher - Observatory to Scotland
Isabel O'Brien - 18th 20th French 19th Brits
Stuart Schmid - Conte

Ind. Paintings

Chew family - Thomas Dixon - Mrs Lilly
Mr/Mrs Porter Kissam
Rice - Eastside
Fleming - 14th Lexington

COLUMBIA UNIVERSITY LIBRARIES
Special Acquisition Record

Date Received _____

This Report Prepared by _____ Department _____

SOURCE:

Purchase from _____ Order No. _____ Cost _____

Gift of (Name and address of donor) _____

_____ Value _____

Acknowledged (date) _____ By _____

Exchange from _____ Value _____

Acknowledged (date) _____ By _____

Other source _____
(bequest, compiled by Library or University authority, etc.)

DESCRIPTION (to be prepared as soon as possible after receipt by most competent authority on subject available for purpose - donor, member of library staff, or person recommending acquisition. To be used in report to Trustees, University Librarian's report, publicity, etc.)

For single works give full cataloging entry, subject, significance to scholars, probable use in this library.

For collection state number of manuscripts, books, pamphlets, serials, photocopies, artifacts, etc. Mention items of special importance, subject or subjects covered. Extent of duplication of Library's holdings, significance to scholars, etc.

Date	Books		Manuscripts		Other		Subtotal	Total
July 1982	$ 575.00	Wilbur-Slocum-Barnes etc.	$1,750.40 (Copies)	Myers-Sacramento ~$916.				
	140.00	Jamil Press	$25.	Inaug. the Restore-Gold				
	10.	Univ of Vt. portion						
7/9/82	450.	R+L Wilbur-Brownell	$342.	Autographs (2 sets @ $35. + another 70 +)				
7/9/82	$ 70.	McKelvie-Becke ~$40						
7/9/82	$2400	Corcoran-restore Japanese Globe						
July 82	$1105	[illegible] (Gregory Sausville West)						
7/30/82	$ 5/	[illegible]						
7/1/82			$1,587.	Am. Hall bio. project	? + not	in [illegible]	$1142.40	7741.40
8/4/82 8/10/82 11	$ [illegible]	[illegible]	$1,050. [illegible]	B. Potts (Am. [illegible] Dagueterr.)	$ 7.40	Lib. of Congress (2 Mine photo)		
			Dag. no (Cor.)	Myers (Inaug. C.) ~$45.				
9382	$250	Hill (Morris)						
9.3.82	$ 16.	Book Club of Calif-(Hawkes)						
9 3.82	$ 65	Pickering Press (Lubbes of the Magnates)						
9/17/82	$ 3.50	[illegible] (Upside Down)						
9/7/82	$90.	Drawing Book (Downers)						
9/7/82	$37.50	Grandval Book (Hong Kong Script - 2 prints)						
9/7/82	$45.00	Book Americana (Under Appraisal set)						
9/17/82	$ 165.00	Harpers Ferry (Thompson Oil Stone)						
10/ 1/82	$ 102.50	Civil War (Davis)						
10/21/82	$1155.	Bird & Bird (Gardner Bird Books 2 Vol. Set)					$50.	11,707.40
11/ 1/82	$53.00	Bryant Cal Book of Scraps	10.00					
11/ 1/82	35.00	Book Club of Calif Publications						
11/7/82	$200.00	Wilbur Items (Corrected +						
11/19/82			$ 336.00	Hooker E. Metz (James Fenimore Cooper Mss)				
11/23/82	134.63	Wilbur Items (Morris)					622.63	12,330.03

Allotment: $ 23,037.00

Continued on next sheet →

ate	Books		Manuscripts		Other		Subtotal	Total
								12,332.03
12/3	$100	Auerbach (Mencken & Nathan - Rights for Two)						
12/3	$385	Auerbach (Route: Women-Hater)						
12/7			$8,315	Gotham Book Mart (Ginsberg-Ferlinghetti)				
12/13			$562.50	Auerbach (E.A. Cowley - 2 a.l.s.) - shared with Engel				
12/22	$196	Janus Press (Miscellany Thomas Paine Pamphlet)						
12/22			$455	Auerbach (2 Cabell a.l.s.)				
12/22	$49.(380.39)	Plough Press (Cat. & Prac. 1960-1980)					10,093.86	22,425.89
1/28/83	$20.00	Grolier Club (Exception Lib 942-1954)					20.00	22,443.89
2/17/83	$60.00 (Canada)	William Hoffer Bookseller (Cz in Canada)						
2/17/83	$150.00	Book Club of Calif (Edward Weber - Harmony)						
2/28/83	$129.00 prepayment	Yolla Bolly Press (Robinson Jeffers)					339.00	22,782.89
3/9/83	$10.00	Book Club of Calif - (1982-84 slip-case for Quarterly Newsltr)					10.00	22,792.89

Code 297 Duplicate

Date	Books		Manuscripts		Other		Subtotal	Total
1/28/83			£233 (ca. $362)	Winifred A Myers — 2 notebooks ? Naomi Mitchison 2 chapters ? Mitchison 2 a.l.s. T.H. White to Naomi Mitchison			$ 362	$ 362
2/2/83			£887.97 (ca. $1,377)	C.A.K. Fletcher Will Ransom Collection Bank; Id Guest Visum Phost Eric Gill Collection				
2/28/83	£ 139-20 (ca. $216)	D.H.E. Teesdale — Sign of the Three Poplars (Milton's Hymn)					ca. $1,593	1,955
3/4/83			$1105.	Charles Apfelbaum (Don Marquis Ms.)				
3/30/83	$ 13.50	Carmen D. Valentino (Columbia U. 1982 calendar)						
3/30/83			£253.80 (ca. $370)	Winifred A. Myers 15 Masefield letters.				
3/31/83	$55.00	R. & L. Wilbur (Gramercy) (Andrews. Heavenly Jerusalem Rosenfeld. Boy in the Sun)					ca. $1543.50	$3498.50
4/5/83	$301.50	W. Thomas Taylor (2 Kipling copyright e&s.)						
4/13/83			£178.00 (ca $265)	Winifred A. Myers 3 A.L.S. — (E. Sitwell, A. Leverson, A. Bennett)				
4/18/83			$600	Louis Mallot (2 J.F. Cooper a.l.s.)			$1165.50	$4665.00

Balance in Fund 6/30/82 : $8,366.98 as of 3/2/83 $15,749.80

Code 299 Appraisals

ate	~~Books~~		Manuscripts		Other		Subtotal	Total
9/1/82	$1,000	[illegible] (Calderon, Spencer, Thompson, Scott, Finkel, Owner, Rutgers)					$1,050.00	$1,050.00
3/22/83	$1,500	Auerbach (Kraus, Clifford Chase, Rapport, Kaufman, Commager, Sypher, Fielder, Rugoff, Crowder, Ray, Leighton, Lehman, Schapiro, Saffron, Rice, Hayes, Palmer).					$1,500.00	$2,550.00

Rebinvt: $2,400.00

Code 425 Bakhmeteff

ate	Books		Manuscripts		Other		Subtotal	Total
		[illegible]	1981/82					76 77

Allotment: $2,862.00

Code $ 429, 483 (Federal Stock Number)

Date	Books	429 Manuscripts	Other	Subtotal	Total
7/22/82	$400 (Harper-Andrelinus			400	400
Allotment:	$521.00				
		CODE 483			
7/22/82	$215. Harper-Andrelinus			$215.00	$215.00

Allotment: $218.00

Code 482 - Smith

Date	Books		Manuscripts		Other		Subtotal	Total
July 1982	$2,500	Hill - Argoli etc						
7/9/82	$2,000	Hill - Bouguer-Zumbaugh					4,500	4,500
9.3.82	$900	Hill - Boulliau					900	5,400
12-22-82	$1650	Hill - Alsted Bonatti					1650	7,050
1-17-83	$525	Hill - Caracciolo Lorenzini					525	7,575

Abstract: $7,646.00

Code 484 [illegible]

Date	Books		Manuscripts		Other		Subtotal	Total
July	$250	Scott (Simpson Choice)						
	285	Scott (Browne)						
7-14-82	$200	Jonathan Hill (Rothschild)						
7-14-82	$500	Hill ([illegible] saga)						
7-14	485.	Scott (Jones)						
7-30	60.	Bird & Bull Press (Bliss)						
							2,480	2,480
[illegible]	$325	Taylor (Fine)					325	2,805

Allotment: $2,837.00

Code 49C Mizer

ate	Books		Manuscripts		Other		Subtotal	Total
12/12	$450	Averbach Life Management Sur Plus						
12/19			$900	Sotheby Bk. Mart (Clarence' Boat pictures)				
12/22			$850	Arensbach (Whitman's Drum-taps)			2,200	3200
3/9/83	$70.50	Bird & Zull: (Cartographers of the Delus Loxi)						
3/14/83	$275.00	Jonathan Hill (Franklin. Themes in Aquatint. Bk Clubs of Ca)						
3/14/83	$72.50	Gramercy Book Shop (9 items, including Creekmore, Lowry, Mailer, Smith, Welty, Capote)						
3/14/83	£15.- ($22 ca.)	Plough Press (Kunst. Paper & Printing in 1830's)						
3/22/83	$154.	James Press (Lilac Wind/Johnson W.R.)					$594	2,794

Adjustment (£2,759.00)

Code 491 - Berg

Date	Books		Manuscripts		Other		Subtotal	Total
7/82	850	Auerbach-Thackeray					850	
11/9/82			$750	Howard S. Mott (12 ALS - Charles Fenno Hoffman)			750	1,600

Allotment: $1,660.00

Code 497 - Lodge

Date	Books		Manuscripts		Other		Subtotal	Total
July 1982	$5,100.	Harper (2 incunabua)						
	$2,200.	Feinberg-Fortunatus						
7/21/82	$585	Harper-Andrelinius						
7/22/82	$550	Scott Persius					3,435	3,435
10/8/82	$1,205.59	Sallust (Ramus)						

Allotment: $10,210.00

Code 534 Friends

Date	Books		Manuscripts		Other		Subtotal	Total
7/9/82	$680.49	Rota - 3 ALs Collins, Disraeli, Trollope £365.49						
July	1400	Scott (D.H. Lawrence						
7/22	$152	Joseph. - Hughes)					2,232.49	2,232.49
9/3/82			1,500.	Auerbach (Sandburg)			1,500.00	3,732.49
11/11/82			552	Howard S. Mott (James Fenimore Cooper ALS)			552.00	4,284.49

Allotment: $4,289.00

Code 536 Engel

ate	Books		Manuscripts		Other		Subtotal	Total
12/3			$1250	Auerbach (J.F. Cooper a.l.s.) to Mr. Snider (William Cullen Bryant)				
12/13			$ 300	Auerbach (J.F. Cooper a.l.s.) to his wife, 1838				
								$1,550

Allotment: $1,568.00

12-22-62

Account 0535

Bk May - in excluding
Acct Account 0535
for $26.95, which
should have been
deducted from
Account 0353 (GLX)

(all period)

Explicit Clearance to adjust
on Report of 12-31-62 & 1-30-63

—0253

83-5048-4 R6 0735

Stamboliian, George, ed
Homosexualities and French
literature. Ithaca, NY —
Cornell U Press, 79.

GLX PR #2950 BNA

COLUMBIA UNIVERSITY
THE LIBRARIES Date 11-22-82

To Hugh Wilburn

From Alena Ptak-Druchak

- ☐ review & comment
- ☐ per our conversation
- ☐ for your information
- ☐ at your request
- ☐ for your file
- ☐ forward to _____
- ☐ what should I reply?
- ☐ THANK YOU

Transaction in question shows in Aug '82 A440 98. I checked the bill paid. There is a typing error (536 instead of 586 I wds charged). We will transfer $298.16 to yours account 536 by tomorrow.

Sorry for this inconvenience.

Alena

654 B.

Jul/Aug 6 AM091

Hugh Library

COMPUTER DATE 11/06/82
TIME OF DAY 01:59:54

COLUMBIA UNIVERSITY

REPORT PAGE 33
USER ID 21.2

71057

RPT 6G

SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SCDEPT
AS OF 10-29-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLC BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019 0297	SPEC COLL DUP	C.CO	0.00	6,928.43-	0.00	6,928.43
T	T				C.CO	0.00	6,928.43-	C.CC	6,928.43
71057	6810	LIBRARY BOOKS	271293 293-94,295,1293	SPEC	23,037.CC	23,037.00	9,473.90	5.00	13,558.1C
71057	6810	LIBRARY BOOKS	647731 C482	SMITH FUND	7,646.CC	7,646.00	5,4CC.CO	0.CC	2,246.CC
71057	6810	LIBRARY BOOKS	647736 C497	LODGE FUND	1C,21C.CO	10,210.00	9,640.59	C.CC	565.41
71057	681C	LIBRARY BOOKS	647746 C484	ULMANN FUND	2,837.CC	2,837.00	2,8C8.CO	0.00	29.CC
71057	6810	LIBRARY BOOKS	647747 C483	STASSBURGER	218.CC	218.00	215.00	0.CC	3.CC
71057	6810	LIBRARY BOOKS	647750 0429	EPSTEIN FUND	521.CC	521.CC	538.CC	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757 0536	ENGEL FUND	1,568.CO	1,568.00	298.16	0.CC	1,269.84
71057	681C	LIBRARY BOOKS	647758 0534	FRIENDS OF COL	4,289.CC	4,289.00	3,732.49	0.00	556.51
71057	681C	LIBRARY BOOKS	648346 0491	AARON BERG FUND	1,680.CC	1,680.00	864.70	0.00	815.3C
71057	681C	LIBRARY BOOKS	670405 0535	MISC GIFTS	C.CC	C.CC	C.CC	24.5C	24.5C-
71057	6810	LIBRARY BOOKS	680394 0425	BAKHMETEEF FUND	2,862.CC	2,862.00	76.79	0.00	2,785.21
71057	681C	LIBRARY BOOKS	685192 0490	MIXER ENDOWMENT	2,789.CC	2,789.00	C.CO	0.CC	2,789.CC
T	T				57,657.CC	57,657.CC	33,047.63	29.5C	24,579.87
71057	6813	LIBRARY&LAW	271293 293-94,295,1293	SPEC	2,4CC.CO	2,400.00	1,050.00	0.CC	1,35C.CC
T	T				2,4CC.CO	2,4CC.CC	1,C5C.CC	0.CC	1,35C.CC
71057	6820	PERICDICALS	271293 293-94,295,1293	SPEC	2,CCC.CC	2,CCC.00	723.65	C.CC	1,276.35
T	T				2,CCC.CC	2,CCC.CC	723.65	0.CC	1,276.35
71057	6840	BINDING	271293 293-94,295,1293	SPEC	7,CCC.CC	7,CCC.00	2,351.55	0.00	4,648.45
T	T				7,CCC.CC	7,CCC.00	2,351.55	C.CC	4,648.45
T	*				69,C57.CC	69,057.00	30,244.40	29.5C	38,783.1C
*	*				3,205,840.CO	3,205,840.00	634,226.80	281,886.56	2,278,224.56

RPT 6G

71057
SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 11-30-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	6,972.43-	0.00	6,972.43
T	T				0.00	0.00	6,972.43-	0.00	6,972.43
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	11,141.40	5.00	11,890.60
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	5,400.00	0.00	2,246.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	9,640.59	0.00	569.41
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	538.00	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	0.00	0.00	1,568.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	4,289.00	4,289.00	3,732.49	0.00	556.51
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	1,680.00	1,680.00	864.70	0.00	815.30
71057	6810	LIBRARY BOOKS	670405	0535 MISC GIFTS	0.00	0.00	26.95	0.00	26.95-
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	695192	0490 MIXER ENDOWMENT	2,789.00	2,789.00	0.00	0.00	2,789.00
T	T				57,657.00	57,657.00	34,443.92	5.00	23,208.08
71057	6813	LIBRARY&LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	1,050.00	0.00	1,350.00
T	T				2,400.00	2,400.00	1,050.00	0.00	1,350.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	723.65	0.00	1,276.35
T	T				2,000.00	2,000.00	723.65	0.00	1,276.35
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	2,371.45	0.00	4,628.55
T	T				7,000.00	7,000.00	2,371.45	0.00	4,628.55
T	*				69,057.00	69,057.00	31,616.59	5.00	37,435.41
*	*				3,205,840.00	3,205,840.00	896,459.00	275,550.45	2,022,328.87

PRINTED IN U.S.A.

RPT 6G 71057

SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 12-31-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019 0297	SPEC COLL DUP	0.00	0.00	7,571.93-	0.00	7,571.93
T	T				0.00	0.00	7,571.93-	0.00	7,571.93
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	20,891.90	65.00	2,080.10
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	5,400.00	0.00	2,246.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	9,640.59	0.00	569.41
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	538.00	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIENDS OF CUL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	2,789.00	2,789.00	450.00	0.00	2,339.00
T	T				57,657.00	57,657.00	47,469.47	65.00	10,122.53
71057	6813	LIBRARY&LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	1,050.00	0.00	1,350.00
T	T				2,400.00	2,400.00	1,050.00	0.00	1,350.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	749.65	0.00	1,250.35
T	T				2,000.00	2,000.00	749.65	0.00	1,250.35
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	2,384.65	0.00	4,615.35
T	T				7,000.00	7,000.00	2,384.65	0.00	4,615.35
T	*				69,057.00	69,057.00	44,081.84	65.00	24,910.16
*	*				3,228,290.00	3,228,290.00	1,159,616.36	277,187.71	1,779,984.25

RPT 6G

71057

SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 02-11-83

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	7,601.93-	0.00	7,601.93
T	T				0.00	0.00	7,601.93-	0.00	7,601.93
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	21,381.53	5.00	1,650.47
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	7,050.00	0.00	596.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	9,640.59	0.00	569.41
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	538.00	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	6810	LIBRARY BOOKS	647759	0534 FRIENDS OF CUL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEFF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	2,789.00	2,789.00	2,200.00	0.00	589.00
T	T				57,657.00	57,657.00	51,359.10	5.00	6,292.90
71057	6813	LIBRARY&LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	1,050.00	0.00	1,350.00
T	T				2,400.00	2,400.00	1,050.00	0.00	1,350.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	765.65	0.00	1,234.35
T	T				2,000.00	2,000.00	765.65	0.00	1,234.35
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	3,376.85	0.00	3,623.15
T	T				7,000.00	7,000.00	3,376.85	0.00	3,623.15
T	*				69,057.00	69,057.00	48,949.67	5.00	20,102.33
*	*				3,228,290.00	3,228,290.00	1,372,367.29	253,998.62	1,590,422.41

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71057

SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 02-28-83

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	378.40-	0.00	378.40
T	T				0.00	0.00	378.40-	0.00	378.40
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	21,652.13	25.00	1,359.87
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	0.00	0.00	1,716.00	0.00	1,716.00-
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	7,575.00	0.00	71.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	9,962.46	0.00	247.54
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	538.00	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIENDS OF CUL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEFF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	2,789.00	2,789.00	2,200.00	0.00	589.00
T	T				57,657.00	57,657.00	54,192.57	25.00	3,439.43
71057	6813	LIBRARY&LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	1,050.00	0.00	1,350.00
T	T				2,400.00	2,400.00	1,050.00	0.00	1,350.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	902.15	0.00	1,097.85
T	T				2,000.00	2,000.00	902.15	0.00	1,097.85
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	4,169.15	0.00	2,830.85
T	T				7,000.00	7,000.00	4,169.15	0.00	2,830.85
T	*				69,057.00	69,057.00	59,935.47	25.00	9,096.53
*	*				3,301,475.00	3,301,475.00	1,677,769.29	241,933.95	1,370,270.08

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71057

SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 03-31-83

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	539.40-	0.00	539.40
T	T				0.00	0.00	539.40-	0.00	539.40
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	21,849.93	10.00	1,177.07
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	0.00	0.00	3,033.00	0.00	3,033.00-
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	7,575.00	0.00	71.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	10,306.49	0.00	96.49-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	538.00	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIENDS OF CLL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	6810	LIBRARY BOOKS	648348	0491-AARON BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	6810	LIBRARY BOOKS	680394	0425 RAKHMETEEF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	685152	0490 MIXER ENDOWMENT	2,789.00	2,789.00	2,200.00	0.00	589.00
T	T				57,657.00	57,657.00	56,061.40	10.00	1,595.60
71057	6813	LIBRARY/LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	1,050.00	0.00	1,350.00
T	T				2,400.00	2,400.00	1,050.00	0.00	1,350.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	902.15	0.00	1,097.85
T	T				2,000.00	2,000.00	902.15	0.00	1,097.85
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	6,240.55	0.00	759.45
T	T				7,000.00	7,000.00	6,240.55	0.00	759.45
T	*				69,057.00	69,057.00	63,704.10	10.00	5,342.90
*	*				3,304,401.00	3,304,401.00	1,863,974.58	246,242.98	1,182,681.76

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RPT 6G
7157 SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 04-30-83

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	6810	LIBRARY BOOKS	471010	0297 SPEC COLL DUP	0.00	0.00	1,045.80-	0.00	1,045.80
T	T				0.00	0.00	1,045.80-	0.00	1,045.80
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	22,222.98	10.00	804.02
71057	6810	LIBRARY BOOKS	471010	0297 SPEC COLL DUP	0.00	0.00	3,712.02	0.00	3,712.02-
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	7,575.00	0.00	71.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	10,306.49	0.00	96.49-
71057	6810	LIBRARY BOOKS	647746	0434 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	538.00	0.00	17.00-
71057	6810	LIBRARY BOOKS	647757	0514 EXCEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIENDS OF CUL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	6810	LIBRARY BOOKS	680304	0425 BAKHMETEFF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	695192	0490 MIXER ENDOWMENT	2,789.00	2,789.00	2,424.50	0.00	364.50
T	T				57,657.00	57,657.00	57,327.97	10.00	319.03
71057	6813	LIBRARY&LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	2,550.00	0.00	150.00-
T	T				2,400.00	2,400.00	2,550.00	0.00	150.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	1,012.10	0.00	987.90
T	T				2,000.00	2,000.00	1,012.10	0.00	987.90
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	6,262.35	0.00	737.65
T	T				7,000.00	7,000.00	6,262.35	0.00	737.65
T	*				69,057.00	69,057.00	66,106.62	10.00	2,940.38
*	*				3,304,401.00	3,304,356.00	2,112,260.98	274,834.60	905,758.74

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71057

SPECIAL COLLECTIONS

SLBCCDE SUMMARY REPORT
BY SLBDEPT
AS OF 06-02-82

SUB DEPT	SLB CCDE	SLB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLC BAL AVAILABLE
71057	0734	SALE OF CUP & PUBL	471019 0297	SPEC COLL CUP	0.00	0.00	1,348.80-	0.00	1,348.80
T	1				0.00	0.00	1,348.80-	0.00	1,348.80
71057	6810	LIBRARY BOOKS	271293	293-94,295,1293 SPEC	23,037.00	23,037.00	22,243.98	5.00	788.02
71057	681C	LIBRARY BOOKS	471019	0297 SPEC COLL CUP	0.00	0.00	4,656.15	0.00	4,656.15-
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	7,575.00	0.00	71.00
71057	681C	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	10,611.56	0.00	401.56-
71057	681C	LIBRARY BOOKS	647746	0484 LEHMAN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	681C	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	681C	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	556.36	0.00	35.36-
71057	681C	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	681C	LIBRARY BOOKS	647758	0534 FRIENDS OF COL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	681C	LIBRARY BOOKS	648346	0491-GARCA BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	681C	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	681C	LIBRARY BOOKS	685192	049C MIXER ENDOWMENT	2,789.00	2,789.00	2,795.50	0.00	6.50-
T	T				57,657.00	57,657.00	58,987.53	5.00	1,335.53-
71057	6813	LIBRARY&LAW	271293	293-94,295,1293 SPEC	2,400.00	2,400.00	2,550.00	0.00	150.00-
T	T				2,400.00	2,400.00	2,550.00	0.00	150.00-
71057	682C	PERIODICALS	271293	293-94,295,1293 SPEC	2,000.00	2,000.00	1,106.14	0.00	893.86
T	T				2,000.00	2,000.00	1,106.14	0.00	893.86
71057	6840	BINDING	271293	293-94,295,1293 SPEC	7,000.00	7,000.00	6,269.50	0.00	730.50
T	T				7,000.00	7,000.00	6,269.50	0.00	730.50
T	*				69,057.00	69,057.00	67,564.37	5.00	1,487.63
*	*				3,304,401.00	3,304,356.00	2,351,114.91	276,849.00	669,890.41

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SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 06-30-83

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	2,117.75-	0.00	2,117.75
T	T				0.00	0.00	2,117.75-	0.00	2,117.75
71057	0739		471019	0297 SPEC COLL DUP	0.00	0.00	22.00-	0.00	22.00
T	T				0.00	0.00	22.00-	0.00	22.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	23,037.00	23,037.00	22,253.98	5.00	778.02
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	0.00	0.00	4,656.15	0.00	4,656.15-
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	7,646.00	7,646.00	7,575.00	0.00	71.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	10,210.00	10,210.00	10,611.56	0.00	401.56-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	2,837.00	2,837.00	2,808.00	0.00	29.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	218.00	218.00	215.00	0.00	3.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	521.00	521.00	556.36	0.00	35.36-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,568.00	1,568.00	1,550.00	0.00	18.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIENDS OF CUL	4,289.00	4,289.00	4,284.49	0.00	4.51
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	1,680.00	1,680.00	1,614.70	0.00	65.30
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	2,862.00	2,862.00	76.79	0.00	2,785.21
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	2,789.00	2,789.00	2,795.50	0.00	6.50-
T	T				57,657.00	57,657.00	58,997.53	5.00	1,345.53-
71057	6813	LIBRARY&LAW	271293	293-94,299,1293 SPEC	2,400.00	2,400.00	2,550.00	0.00	150.00-
T	T				2,400.00	2,400.00	2,550.00	0.00	150.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	1,283.99	0.00	716.01
T	T				2,000.00	2,000.00	1,283.99	0.00	716.01
71057	6840	BINDING	271293	293-94,299,1293 SPEC	7,000.00	7,000.00	7,277.05	0.00	277.05-
T	T				7,000.00	7,000.00	7,277.05	0.00	277.05-
T	*				69,057.00	69,057.00	67,968.82	5.00	1,083.18
*	*				3,304,401.00	3,304,356.00	2,693,358.21	306,461.90	293,034.21

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COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date August 29, 1983

To Group Directors, Division Chiefs, Department Librarians, Heads of Distinctive Collections

Subject Statistics, July 1, 1982 - June 30, 1983

Enclosed is a draft copy of statistics for July 1, 1982 - June 30, 1983. Page 1 details Circulation Statistics and page 2 provides a general summary of figures on collections, processing, staff, circulation, and expenditures.

A copy of Change in Size of Collections, July 1, 1982 - June 30, 1983 for Standard Printed Materials and Microforms is also enclosed. Please note that these statistics are compiled from the Growth in Collection Statistics sheets supplied by the Cataloging Department and the green Change in Size of Collection sheets supplied by unit librarians.

If you have any comments or corrections, please submit them to me by September 9, 1982. Thank you for your cooperation.

Roberta

Roberta Friedman
Executive Assistant to the
University Librarian

enc.

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1982 - JUNE 30, 1983

	Circulation		Reserve Circulation		Total	
Hum. and Hist. Div.						
Burgess-Carpenter	42,073		0		42,073	
Butler Circulation	195,241		0		195,241	
College	4,164		139,399		143,563	
Library Service	7,918		19,800		27,718	
Microform Reading Rm.	0		7,091		7,091	
Music	11,487		28,272		39,759	
Paterno	1,806		498		2,304	
Philosophy	3,599		708		4,307	
Reference, Butler	0		10,211		10,211	
Total		266,288		205,979		472,267
Sci. and Eng. Div.						
Biology	2,980		12,149		15,129	
Chemistry	4,060		5,270		9,330	
Engineering	19,302		15,474		34,776	
Geology	2,162		2,975		5,137	
Geoscience	3,068		515		3,583	
Math	11,412		5,526		16,938	
Physics	5,532		6,058		11,590	
Psychology	17,177		18,629		35,806	
Total		65,693		66,596		132,289
Social Science Div.						
Business	27,194		79,127		106,321	
Journalism	1,653		13,766		15,419	
Lehman	72,344		0		72,344	
Social Work	0		33,172		33,172	
Total		101,191		126,065		227,256
Distinctive Collections						
Avery	1,933[1,3]		25,494[3]		27,427	
East Asian	19,616		18,947		38,563	
Health Sciences	37,266		63,262[2]		100,528	
Law	12,148		11,913		24,061	
Rare Book	NA		NA		NA	
Total		70,963		119,616		190,579
TOTAL CIRCULATION		504,135		518,256		1,022,391

[1] Ware

[2] Includes Media and Special Collections.

[3] 4th quarter only reported.

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1983

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	5,270,432
Number of current serials, including periodicals received	60,570
Microfilms (reels)	147,804
Microtext (physical units, excluding microfilms)	2,623,705
Total microform units	2,771,509

Processing

Volumes added to collections (gross)	103,145
Volumes withdrawn from collections	25,161
Volumes added to collections (net)	77,984
Periodical titles added (gross)	991
Other serial titles added (gross)	368
Serials and periodical titles discontinued	393
Volumes bound (commercial only)	55,098
Catalog cards produced	913,919

*Includes several professional positions other than librarians.

**Includes $50,871 recruitment expenditures.

Staff (Budgeted Figures)

Number of professional staff (FTE)*	140
Full time supporting and regular part-time supporting and supervisory staff (FTE)	276
Students and other hourly workers at FTE	119
TOTAL FTE	535

Circulation

Loans to individuals	1,023,912
Loans to Columbia libraries	12,750
Loans to non-Columbia libraries, including affiliates	16,476
TOTAL CIRCULATION	1,053,138

Expenditures

Salaries and wages	8,256,261**
Fringe benefits	1,553,692
Books, journals, and materials	3,325,112
Binding (commercial only)	352,806
Other operating expenditures	1,479,460
	$14,967,331

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1982 TO JUNE 30, 1983

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1982	Total Added	Total Withdrawn	Net Change	June 30, 1983
Humanities and History Division					
Butler Library					
Central Stacks*	1,472,423	20,371	2,942	17,429	1,489,852
Graphic Arts Collection	13,915	138	--	138	14,053
Instructional Library					
Burgess-Carpenter Library	149,009	3,973	2,167	1,806	150,815
College Library	53,677	81	--	81	53,758
Philosophy Library	13,386	146	2	144	13,530
Library Service Library	95,281	1,858	183	1,675	96,956
Music Library	53,880	545	56	489	54,369
Paterno Library	19,901	195	3	192	20,093
Reference Collection	38,145	1,506	290	1,216	39,361
TOTAL: HUMANITIES & HISTORY DIV.	1,909,617	28,813	5,643	23,170	1,932,787
Science and Engineering Division					
Biological Sciences Library	40,866	914	--	914	41,780
Chemistry Library	35,624	1,027	66	961	36,585
Engineering Library	174,165	2,107	5	2,102	176,267
Geology Library	79,638	1,701	40	1,661	81,299
Geoscience (Lamont) Library	20,671	962	1	961	21,632
Mathematics Library	25,357	781	5	776	26,133
Physics Library	24,276	813	510	303	24,579
Psychology Library	27,181	590	47	543	27,724
Science Library	70,778	452	35	417	71,195
TOTAL: SCIENCE & ENGINEERING DIV.	498,556	9,347	709	8,638	507,194
Social Science Division					
Business Library	332,655	4,652	76	4,576	337,231
Documents Service Center	53,807	8,593	13,340	-4,747	49,060
Journalism Library	14,086	200	2	198	14,284
Lehman Library	190,124	10,196	1,408	8,788	198,912
Social Work Library	118,646	3,605	915	2,690	121,336
TOTAL: SOCIAL SCIENCE DIVISION	709,318	27,246	15,741	11,505	720,823
Distinctive Collections					
Avery Library	123,870	3,288	483	2,805	126,675
Fine Arts Library	73,363	2,158	2	2,156	75,519
Ware Library	8,046	332	6	326	8,372
East Asian Library	451,017	7,783	300	7,483	458,500
Health Sciences Library	374,449	7,642	136	7,506	381,955
Law and International Law Library	634,818	11,536	2,141	9,395	644,213
Rare Book and Manuscript Library	388,386	3,368	--	3,368	391,754
Columbiana	21,008	1,632	--	1,632	22,640
TOTAL: DISTINCTIVE COLLECTIONS	2,074,957	37,739	3,068	34,671	2,109,628
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,192,448	103,145	25,161	77,984	5,270,432

*Includes Browsing Collection.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1982 - JUNE 30, 1983
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/83	Net Added	6/30/83	Net Added	6/30/83	Net Added	6/30/83	Net Added	6/30/83
Humanities & History Division										
Library Service Library*	9	639	866	2,843	--	--	--	--	875	3,482
Microform Reading Room **	4,825	94,207	15,935	177,060	--	59,776	746	317,069	21,506	648,112
Music Library	2	954	--	846	--	3,957	--	--	2	5,757
Paterno Library	--	--	--	--	--		--	--	--	--
TOTAL: HUMANITIES & HISTORY DIV.	4,836	95,800	16,801	180,749	--	63,733	746	317,069	22,383	657,351
Science and Engineering Division										
Biological Sciences Library	9	1,915	36	3,740	--	--	--	--	45	5,655
Chemistry Library	1	1,073	1,127	1,550	--	1,403	--	--	1,128	4,026
Engineering Library	127	6,796	72,892	1,016,834	--	--	--	--	73,019	1,023,630
Geology Library	8	40	120	483	--	14	--	--	128	537
Geoscience (Lamont) Library	42	535	2,099	8,172	--	5,153	--	--	2,141	13,860
Mathematics Library	24	164	--	130	--	--	--	--	24	294
Physics Library	--	31	43	62	--	316	--	--	43	409
Psychology Library	1	109	--	2,255	--	--	--	--	1	2,364
Science Library	--	111	--	--	--	--	--	--	--	111
TOTAL: SCIENCE & ENGINEERING DIV.	212	10,774	76,317	1,033,226	--	6,886	--	--	76,529	1,050,886
Social Science Division										
Business Library	151	3,918	149,607	352,645	--	43,122	--	--	149,758	399,685
Documents Service Center	37	1,091	34,869	228,530	--	--	--	195,140	34,906	424,761
Journalism Library	7	1,392	24	24	--	--	--	--	31	1,416
Lehman Library	502	14,807	1,034	81,880	--	1,235	--	--	1,536	97,922
Social Work Library	2	16	--	3,247	--	--	--	--	2	3,263
TOTAL: SOCIAL SCIENCE DIV.	699	21,224	185,534	666,326	--	44,357	--	195,140	186,233	927,047
Distinctive Collections										
Avery Library	289	500	--	1,547	--	--	--	--	289	2,047
Fine Arts Library	2	81	9	220	--	--	--	--	11	301
East Asian Library	23	9,391	--	4,935	--	--	--	--	23	14,326
Health Sciences Library	1	63	1,235	2,672	--	--	--	669	1,236	3,404
Law Library	6,239	9,139***	19,423	55,909	--	17,000	61	33,267	25,723	115,315
Rare Book & Manuscript Lib.	8	681	--	--	--	--	--	--	8	681
Columbiana	--	151	--	--	--	--	--	--	--	151
TOTAL: DISTINCTIVE COLLECTIONS	6,562	20,006	20,667	65,283	--	17,000	61	33,936	27,290	136,225
TOTAL CHANGE IN SIZE OF COLLECTIONS:	12,309	147,804	299,319	1,945,584	--	131,976	807	546,145	312,435	2,771,509

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.
***Reflects adjusted figure of last year (1982).

Columbia University in the City of New York | New York, N.Y. 10027

HERBERT H. LEHMAN PAPERS

406 International Affairs Building

QUARTERLY REPORT

April - June 1983

The major developments of the final quarter of the academic year have been the completion of processing of the Overbrook Press Papers and the installation of new carpeting. The Overbrook Press Papers were received along with the Frank Altschul Papers in 1980, and consist of approximately five linear feet of the correspondence and records of the Press from its founding until shortly before Mr. Altschul's death. Approximately 7200 items have been arranged and cataloged. The new peach-colored carpeting was installed during the second week in June, and has made the Suite considerably warmer and more inviting than it had been with the old dark-green carpet. (The latter was removed to Butler Library for re-use.) In June the Suite began hosting the NEH Seminars of Professors Shenton and Jackson, which will continue through August. In addition, the Suite hosted the May meeting of the Archivists Round Table of Metropolitan New York; and an instructional tour was given to the SLS Archives class in June. As in the previous quarterly report, reader visits and Suite temperatures have remained fairly stable; the repair of the failing dimmer board which controls the lights in the Seminar Room and Study is now a major priority.

This quarter marks the end of the Suite's first year as a unit of the Rare Book and Manuscript Library. During that time the procedures and staffing of the Suite were adjusted to conform to departmental standards, and both short- and long-term priorities were defined and addressed. Within the past year, in addition to the processing statistics reported in the preceding paragraph, approximately 1200 customer photocopies were prepared and nearly 14,000 items were circulated to eighteen individuals doing research in the Suite's resources, in a total of 53 reader visits.

Mary B. Bowling
Curator

Columbia University in the City of New York | New York, N.Y. 10027

HERBERT H. LEHMAN PAPERS 406 International Affairs Building

ANNUAL STATISTICS

1982 - 1983

Materials Processed

Cataloged:	386
Arranged:	6844
Total:	7200

Reader Visits: 53 (Number of individuals: 18)
Other Visits: 23

Circulation: 13997 items

Customer Photocopies 1171 (mail and over-the-counter)